

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 20-01.P

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Subject:

DATE: 06/11/84

Sunset Review:

POLICY GOVERNING THE SPONSORSHIP AND  
SELECTION OF STATE AND LOCAL STUDENTS FOR  
CAIRS & S&L TRNG PGMS

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1. PURPOSE. This directive establishes responsibility for sponsorship and selection of State and local students to attend State/Local and CAIRS Training Programs.

2. SCOPE. The provisions of this directive apply to all Federal Law Enforcement Training Center (FLETC) personnel involved in the selection and assignment of State/Local students to CAIRS and State/Local Training Programs.

3. DEFINITIONS.

a. "State/Local Agency Supported Programs": Those training programs developed by State/Local and supported in part or in tote by funds transferred to State/Local by another government agency specifically for the purpose of developing and administering a particular training program.

b. "State/Local Training Programs": Those training programs developed and administered primarily by Center staff utilizing Center resources and resources of other participating agencies (does not include those programs developed and administered primarily by other Federal agencies, i.e., Court Security Seminar by U.S. Marshals Service, Questioned Documents Course by U.S. Secret Service, Advanced Arson for Profit Investigative Training Program by the Bureau of Alcohol, Tobacco and Firearms, etc.).

c. "State/Local Instructor Training Programs": Those training programs directed toward the preparation of State and local students as instructors in a particular subject matter and which are developed and administered primarily by Center staff utilizing Center resources and resources of other participating agencies.

d. "Center AIRS (CAIRS) Training": CAIRS training is training that is taught by Center staff to personnel from more than one organization. Examples of CAIRS courses are White Collar Crime Training Program (WCCTP), Advanced Law Enforcement Photography Training Program (ALEPTP), and various instructor training programs.

4. POLICY. It is the policy of the FLETC to distribute training allocations to State and local agencies in as equitable a manner as practical, taking into consideration the degree of demand and potential for impact on particular training needs.

5. RESPONSIBILITY. The Assistant Director, State and Local Training, is responsible for the sponsorship of all State and local personnel in CAIRS programs. The Assistant Director will certify that requesting officers are bonafide law enforcement personnel and otherwise eligible according to all relevant Center policy to participate in the programs requested. The Assistant Director will also ensure that all applications for National Center State and Local programs meet all student requirement specifications. In addition, the Assistant Director will ensure that all State/Local requests and applications are processed in an equitable and efficient manner.

6. STUDENT SELECTION CRITERIA.

a. State/Local Agency Supported Programs.

(1) All students must meet all agreed upon standards as advertised or communicated by other means.

(2) All training allocations will be distributed in accordance with agreements between the funding agency and FLETC.

(3) If no preference in training allocation is desired by the funding agency, or the agency's desire is for only a portion of the total available, then criteria in 6.b. or 6.c. of this directive are appropriately applicable for those allocations not committed by agreement with the funding agency.

b. State/Local Training Programs.

(1) All applicants must meet all agreed upon standards as advertised or communicated by other means.

(2) The allocations will be distributed on the basis of date and time of receipt by State/Local on a first-come, first-served basis.

(3) When the number of applications for a particular course exceed the Center's capacity to accommodate in a given fiscal year, the following additional criteria will apply:

(a) The applications will be divided according to MIS geographic regions (NE, SE, NC, SW, W).

(b) The allocations will then be distributed on the basis of date and time of receipt by State/Local on a first-come, first-served basis.

c. State/Local Instructor Training Programs.

(1) All applicants must meet all agreed upon standards as advertised or communicated by other means.

(2) The allocations will then be distributed on the basis of date and time of receipt by State/Local on a first-come, first-served basis.

(3) When the number of applications for a particular course exceed the Center's capacity to accommodate in a given fiscal year, the following additional criteria will apply:

(a) Those agencies requiring Center certification will receive first priority based on date and time of application receipt.

(b) Agencies with the broader training impact (students to be trained) will receive second priority based on time and date of application receipt.

(c) Any remaining allocations will then be distributed on the basis of date and time of receipt by State/Local on a first-come first-served basis.

d. CAIRS Programs.

(l) All students must be bonafide law enforcement personnel and/or meet all other eligibility requirements of the specific course to which they are applying.

(2) The allocations will then be distributed on the basis of date and time of receipt by State/Local on a first-come, first-served basis for the number of quotas assigned for State/ Local students.

(3) When the number of applications for a particular course exceed the Center's capacity to accommodate in a given fiscal year, the following additional criteria will apply:

(a) The applications will be divided according to MIS geographic regions (NE, SE, NC, SW, W).

(b) The allocations will then be distributed on the basis of date and time of receipt by State/Local on a first-come, first-served basis.

7. PROCEDURES.

a. All Center personnel receiving requests for involvement of State/Local students in State/Local or CAIRS Training Programs will refer such requests to the Office of State and Local Training for processing.

b. The Office of State/Local Training will review all requests received and take the necessary steps to either approve or disapprove.

(1) If approved, scheduling and follow-up correspondence will be processed by the Office of State/Local Training.

(2) If disapproved, appropriate correspondence will be generated by the Office of State/Local Training informing the requesting agency of the decision.

c. Appropriate records will be maintained by the Office of State/Local Training to ensure compliance with this directive.

8. OFFICE OF PRIMARY INTEREST. Office of State and Local Training.

Charles F. Rinkevich  
Director